

## ABOUT MONO COUNTY

**Wild** by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes & bubbling hot springs, cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © S. Kentala

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville & Walker, which offer

a more quiet & rural way of life, with shopping in nearby Gardnerville & Carson City, Nevada.

Rat Race? Graveyard Shift? Commuting got you down? Looking for a lifestyle change with a great quality of life? Mono County's Community Development Department has a job for you. Mono County is a sparsely populated rural county that offers a great quality of life & recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation.

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***BENEFITS:*** Mono County provides generous benefits, retirement, medical, dental, vision & deferred compensation. This position is considered FLSA exempt.

### TO APPLY

Application materials may be received & returned to:

**County of Mono, HR**  
**PO Box 696, Bridgeport, CA 93517**  
**Telephone: 760-932-5412**  
**Fax: 760-932-5411**  
**[dbutters@mono.ca.gov](mailto:dbutters@mono.ca.gov)**

**Please send applications with supplemental questionnaire responses. Faxes will be accepted only if sent to this office by the final filing date & time and the original application is mailed & postmarked by the final filing date.**

***SPECIAL NOTE:*** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

## BUILDING OFFICIAL

## OPEN UNTIL FILLED

**At-Will Position**

**\$7,000/month**

*Equal Employment Opportunity Employer*



This is a single-class employment position under direction of, & appointment by, the County HR or the Community Development Director. The successful candidate for this position will be responsible for planning, organizing, directing & coordinating the building inspection & building code enforcement functions of the County as well as training, supervising, and evaluating the work of subordinate staff. Provide consultation for building ordinance revision, interpretation & development; perform the most complex & sensitive inspection, plan review, & code enforcement work; approve building permits; answer questions regarding building codes & structural requirements for the public, architects, contractors, & engineers. The primary office for this position is in Bridgeport with a second office in Mammoth Lakes and travel required throughout the county.

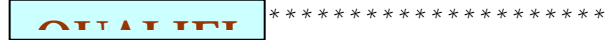
**Typical tasks include, but not limited to:**

Plan, organize, manage & direct County building inspection, plan checking, & building code enforcement functions. Provide supervision, training, & work evaluation of staff. Perform complex inspection, plan checking & review, & building code enforcement assignments. Use & apply a wide scope of inspection methods & techniques. Detect deviations from laws, regulations, & standard construction practices.  
Read, interpret & explain building plans, specifications & codes. Apply technical knowledge of building trades work. Perform mathematical calculations quickly & accurately. Provide advice on acceptable construction methods & practices. Enforce regulations with firmness, tact & diplomacy. Provide strong customer service focus and sound problem solving. Collaborate with other departments and agencies. Communicate effectively both orally & in writing; prepare clear & concise reports.  
Represent the County Building Division with Board of Supervisors, community organizations, and contractor associations.

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*The ideal candidate has a combination of experience working as a Project Manager & demonstrates excellent written, verbal, project management & organizational abilities. Works closely in a team setting with other Divisions & Departments and exhibits*

*sound problem-solving approaches, remaining calm and managing conflict with tact and diplomacy.*



Any combination of education & experience that would provide the required knowledge & abilities, & permit processing is qualifying. A typical way to obtain the required knowledge & abilities would be:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of responsible building permit processing & inspection experience, preferably in a lead, supervisory or management position.

**Special Requirements**

Possession of, or ability to obtain, an appropriate valid California driver's license. Possession of, or ability to obtain, ICC Certification as a Building Official. CASP Certification is preferred.

**Physical Requirements & Working Conditions**

Sit for extended periods; frequently stand and walk; ability to walk on uneven terrain and slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile.

**Knowledge of**

Practices, tools, equipment and materials used in the general construction trades. Accepted safety standards and methods of building construction. Qualities of various construction materials. Current building codes and ordinances enforceable by the County, including California Building Codes. Principles of mathematics related to the building trades. Inspection methods & procedures. County code enforcement policies. Plan checking and review. Budget development and control.

Principles of management & supervision. Building permit software.



The examination process will consist of a review & competitive evaluation of the required knowledge & abilities as demonstrated on the application & supplemental questionnaire (pass/fail). Those successful in this evaluation will be invited to an oral examination (weighted 100%), which also may include a related work performance exercise. Only the most qualified applicants will be invited to participate in the examination process.

**SUPPLEMENTAL QUESTIONNAIRE**

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions & your employment application will be thoroughly evaluated in order to determine the most suitably qualified applicants to be invited to the oral examination. It is requested that you be as complete & specific as possible. Your answers should be submitted on 8½" x 11" paper, preferably typed & submitted with your completed employment application.

***Applications submitted without a completed supplemental questionnaire will not be considered.***

1. Describe how you qualify for this position. In your response, please include related experience & training.
2. Describe a time when you were called upon to handle a sensitive public complaint or pressing issue related to a project you were managing. Tell us the situation, your role & the outcome.
3. What do you believe are the challenges facing a Building Division in an isolated but geographically and climatologically diverse county? What skills or abilities do you bring to the position to meet these challenges?